

## Job Description and Person Specification

### Painter

Document owner  
Head of HR Services

Document no: B-JD-PAP

### Job Description

|  |   |
|--|---|
| <b>Directorate</b><br>Property & Development | <b>Grade</b><br>SCP18                           |
| <b>Service</b><br>Maintenance Operations     | <b>Job evaluation number</b><br>HPM311 (JE0318) |
| <b>Reports to</b><br>Service Team Leader     | <b>Responsible for</b><br>N/A                   |

### Job purpose and role

- To carry out internal and external decoration works to new and existing properties.

### Main duties and key result areas

- Preparation of areas for decoration, applying primer coats, emulsion paint, alkyd, acrylic based paint systems and fire retardant paint finishes and any other duties associated with the role.
- To carry out minor building works within reason including minor brickwork, minor joinery, small tiling jobs, plumbing, glazing and guttering.
- The erection of tower scaffolding where this is used and the cleaning out of guttering prior to painting.
- To deliver service in accordance with the Company's Repairs & Maintenance Operational Standards / Planned Works cyclical programme.
- To provide the service without disruption to the tenant in line with the Company's Customer Standards and quality standards.
- To respond to all work issued through the Company's communication systems which may include PDA/I.T systems.
- To record work activity carried out assess and record the materials used.
- Responsible for their own compliance to Health & Safety legislation and for the safety of any recipients of the service.
- Be responsible for the security of plant machinery and vehicles as and when required.

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The above is not an exhaustive list of duties required. You will be required to undertake any other reasonable duties in line with the purpose and grading of the role.

**ALL employees are expected to:**

- Live the company values so that the highest standards of customer care can be achieved
- Be committed to diversity and inclusion of all, promote value for money, efficient services, so that excellence in all that we do is pursued through continuous improvement
- Contribute to development of and strive to meet departmental, team and individual targets
- Participate in the staff appraisal and development scheme, one to one performance discussions and attend identified training to ensure continuous learning and improvement
- Comply fully with the Code of Conduct, health and safety requirements, legislation, regulations, policies and procedures
- Attend meetings or provide services outside of the usual working hours where reasonably requested to do so
- Promote value for money and continuous improvement within the service area
- Have an overall understanding of the risks and implications associated with the requirements of the role and takes appropriate action to mitigate any potential consequences.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

| Version No | Revision Date | Reason for Revision |
|------------|---------------|---------------------|
| 1          |               | New role            |

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### Person specification

| Attribute                       | Detail  | Essential or desirable |
|---------------------------------|---|------------------------|
| <b>Skills and abilities</b>     | Competence in use of hand held PDA  | E                      |
|                                 | Competence in use of hand/power tools   | E                      |
|                                 | Be able to demonstrate a high level of communication skills                                     | E                      |
|                                 | Ability to undertake basic tasks in additional trades   | E                      |
| <b>Knowledge and experience</b> | Knowledge of the relevant painting legislation  | E                      |
|                                 | In depth knowledge of repairs/maintenance of buildings in relation to painting works            | E                      |
|                                 | Proven experience in construction related work  | E                      |
|                                 | Proven experience in front line customer service  | D                      |
| <b>Qualifications</b>           | Full driving licence (if you have a disability we will explore reasonable adjustments with you) | E                      |
|                                 | A relevant NVQ qualification or equivalent with proven on-site experience                       | E                      |
| <b>Personal attributes</b>      | Flexible and open to change   | E                      |
|                                 | Professional and customer orientated approach   | E                      |
|                                 | Effective team worker   | E                      |
|                                 | Committed to inclusion, equality and diversity  | E                      |
|                                 | Aligned to the aims and values of the company   | E                      |
|                                 | Committed to personal and professional development  | E                      |
|                                 | Proactive and committed to continuous improvement in service delivery                           | E                      |
|                                 | To be able to carry out any construction related work without hindrance                         | E                      |
|                                 | Willingness to undertake training to be able to carry out basic tasks in additional trades      | E                      |